

**MISSISSIPPI DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
SAMPLE INFORMATION CARD**

1. SAMPLE ID: _____	2. SAMPLE DATE: _____
3. CONTRACT ID: _____	4. PROJECT (FMS) NO.: _____
5. PAY ITEM NO.: _____	6. SAMPLE TYPE: _____
7. MATERIAL: _____	
8. APL PRODUCT NAME (if applicable): _____	
9. PRODUCER/SUPPLIER NAME: _____	
10. PLANT (if applicable): _____	
11. QUANTITY REP.: _____	12. SAMPLE UNIT(S): _____
13. INTENDED USE: _____	14. STATION NO.: _____
15. SAMPLED BY: _____	16. REQUESTED BY: _____
17. SAMPLED FROM: _____	18. LOT/BATCH NO.: _____
19. MIX DESIGN TYPE/CLASS: _____	20. MIX ID: _____
21. TEST(S) DESIRED: _____	
22. REMARKS: _____ _____	

NOTES: SAMPLE INFORMATION CARD

1. The Sample ID is the ID number used by SiteManager. This number will be assigned by the Materials Division Central Lab for samples submitted by County & Consultant Engineers.
2. The date the sample was taken.
3. This is the SiteManager Contract ID number (as applicable).
4. The Project Number is the FMS 12-Digit Number /Construction Number.
5. The Pay Item Number is the Contract Pay Item associated with the Material Sample (MDOT Projects Only).
6. The Type of Sample Taken. Choose from the following types: Job Control, Information, Mix Design, QA, Stock, State Aid, Source Approval, Research, IAS, and Recheck.
7. Material Name and/or Description.
8. The Brand Name of the Material as listed on the Approved Products List (for applicable materials).
9. The Original manufacturer or approved supplier of the material. (Not the Broker or Vendor)
10. The name of the plant supplying the material, or the Plant Number for Aggregate Sources. List according to the City in which the plant is located. If there are multiple locations within the same city, include a street name for clarification.
11. The quantity of material used on the project represented by the sample, or maximum permitted by SOP No. TMD 20-04-00-000.
12. The unit of measure for the sample (i.e. feet, square feet, pounds, etc.).
13. The intended use of the sample, as applicable.
14. The station number of the sampling location, as applicable.
15. The person's name who took the sample.
16. The project engineer's name or other authorized party that authorized the sample to be tested.
17. The location at which the sample was taken, including but not limited to roadway location, stockpile, etc.
18. The unique identifier that corresponds to the manufacturer's lot and/or batch number, as applicable.
19. The Mix Design type and/or class, as applicable.
20. The ID number assigned to the approved mix design for the sample taken, as applicable.
21. Indicate if the requested testing should include the standard tests run on the sample (to be denoted as "REGULAR") and/or any specific tests that should be run on the sample. For example, "Regular plus soundness and abrasion".
22. Specify anything that might clarify sample information or explain conditions or the circumstances pertaining to the sample.

The fields appearing in red/bold are required for Sample Testing. Samples submitted without this information will not be tested. Refer to the NOTES Section of this form for further instruction.